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ABSTRACT

The Librarians Technical Committee of the Metropolitan Washington D.C. Council of Governments (COG) is responsible for developing cooperative programs among libraries in the Washington metropolitan area (including parts of Maryland and Virginia), among libraries of all types, and between libraries and other agencies. The committee facilitates use of information resources through a union list of serials, the Metropolitan Area Interlibrary Loan Service (MAILS), a newsletter, a universal library card, and the joint procurement of library supplies. Support of local librarians includes continuing education programs, a jobline, an intern program, and a master calendar of association meetings. Library data is collected and information system surveys are conducted as a basis for effective library planning. The committee also defines and interprets the role of libraries in providing information to COG and its member jurisdictions. Various meetings and task forces allow the committee to promote exchanges of experience, skill, and resources. Appendixes contain the organization's bylaws as well as statistical data from MAILS, the jobline, and both academic and public libraries. (Author/LS)

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information through cooperative action
-library services in metropolitan washington

Annual Report

1975 - 1976

Librarians' Technical Committee

of the

Metropolitan Washington
Council of Governments
1225 Connecticut Avenue, N.W.,
Washington, D. C. 20036

February, 1976

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metropolitan approach

As the Washington metropolitan area grows and changes the need of its citizens for information grows and changes as well. Library service in a metropolitan area involves more than good books and story hours. Libraries today provide the technical information necessary for the development of sophisticated transportation systems and the monitoring of the environment. Libraries answer questions about consumer issues, government services and the state of the economy. Libraries serve young and old; rich and poor; the blind, the deaf and the physically handicapped.

In the last decade the metropolis has emerged as a single unit made up of many jurisdictions which are large and small, simple and complex, urban, suburban and exurban. All jurisdictions however recognize regional interdependence and share a concern for the quality of life throughout the area. Working through the Council of Governments 16 local jurisdictions have developed coordinated cooperative approaches to those issues and problems which cross jurisdictional lines.

Libraries are an essential part of the metropolitan picture as they collect and disseminate vast quantities of information. While some of the information needed by area residents may be found in almost any library, other information is more technical and is available in only one or two of the over 1,000 libraries and reference facilities located in this metropolitan area. It is obviously not practical for any one jurisdiction to duplicate the 85 million items, many of them quite specialized, to be found here. At the same time a resident of Montgomery County should be able to obtain whatever information he or she needs whether that information is in the District of Columbia, Fairfax County or one of the many special libraries.

Because the provision of information is another concern that crosses jurisdictional lines and requires a cooperative approach, area librarians in 1967 formed the Librarians' Technical Committee. The Librarians' Technical Committee of the Council of Governments is an interjurisdictional, intertype library cooperative whose goal is to extend the pool of information resources available and to develop more effective mechanisms for delivering this information to every individual regardless of location within the region.



While there are many library cooperatives throughout the country, the Librarians' Technical Committee is unique in one important respect, its affiliation with COG. This affiliation reflects the desire of area librarians to cooperate not only among themselves but with other agencies as well, to participate in broad regional planning activities and to interact with elected officials at the metropolitan level. Thus the Librarians' Technical Committee is involved in developing cooperative projects:

- ° Among libraries in different jurisdictions
- ° Among libraries of all types (public, private, academic, etc.) and
- ° Between libraries and other agencies

The past year has been a particularly rewarding one for the Librarians' Technical Committee. A project to develop an interdisciplinary continuing education curriculum for librarians was funded by the Department of Health, Education and Welfare; the Union List of Periodicals previously published by only suburban libraries was expanded to include all public libraries in the Washington Metropolitan Area and will now be published through the Librarians' Technical Committee; and Bicentennial Briefs, a newsletter for librarians is now being distributed to 200 area libraries. In addition members of the Librarians' Technical Committee joined others in sponsoring a reception for new members of Congress. Previously successful programs such as MAILS, Jobline and the joint procurement of library supplies were continued.

The basic support which makes this program possible was begun in 1973 and is provided by the State Library Agencies of Maryland, Virginia and the District of Columbia with a recent match from COG itself. Some projects have independent funding which will be noted as they are described in greater detail.



the library program

All program activities are designed to support the overall goal of the Librarians' Technical Committee, to attain optimum levels of library service to meet the informational needs of the Washington Metropolitan Community through cooperative planning and action.

To achieve this goal the Librarians' Technical Committee:

FACILITATES USE OF INFORMATION RESOURCES

Union List of Periodicals

For several years public libraries in suburban Washington have published the Suburban Washington Union Periodical List. This year the Librarians' Technical Committee assumed editorial responsibility for the publication and expanded its scope to include the periodical holdings of all public libraries in the Washington Metropolitan Area. As a result the number of unique titles listed increased from approximately 3,000 in 1974 to approximately 10,000 this year. The new publication, Metropolitan Area Guide to Serials will enable area residents to have complete access to needed periodicals. Articles may then be used in the library owning the periodical or sent to the user's local library through MAILS.



MAILS (Metropolitan Area Interlibrary Loan Service)

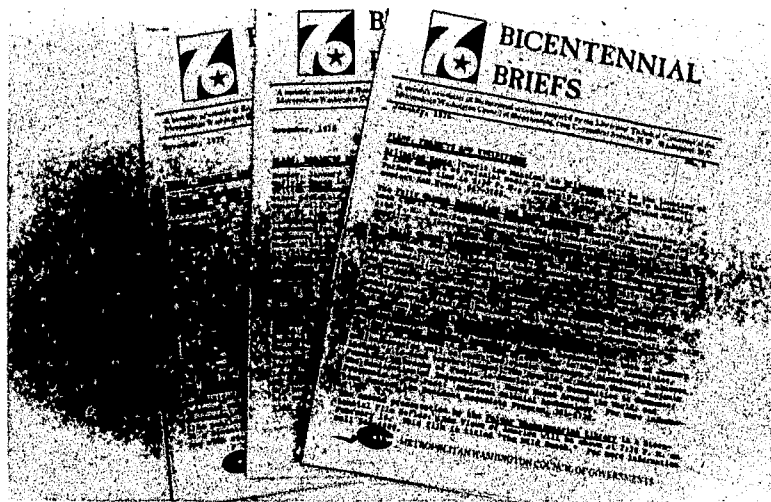
One of the most effective ways for area libraries to move material from one location to another is MAILS, a delivery service serving the five Consortium university libraries, the National Library of Medicine and public libraries in the District of Columbia and Virginia. It also includes by extension other academic libraries in the region. Northern Virginia Community College, for instance, participates through the Fairfax County Public Library; Federal City College uses D. C. Public; and Montgomery County provides a linkage with the State of Maryland, including Prince George's County Public Library, the University of Maryland Library, Enoch Pratt in Baltimore and other libraries throughout the state. Within this system, it is possible to obtain library materials within a 24 hour period.

Currently MAILS is maintained by the D. C. Public Library where it is funded from LSCA Title III monies. During 1975 the volume of materials handled by MAILS increased from an average 4,450 items per month to 5,047 items per month with a resulting per item drop in cost to 24¢ an item.

A survey of approximately 300 special and federal libraries in this metropolitan area conducted in 1975 revealed much interest in expanding the service. Approximately 100 of the libraries contacted expressed a willingness to participate in and support the service if it is indeed expanded. This possibility will be pursued in 1976.

Bicentennial Briefs

Initiated by the Bicentennial Task Force, Bicentennial Briefs is a monthly newsletter of Bicentennial activities. While it was initially designed to facilitate communications between public and school librarians it has proved to be such a popular publication that its scope has been expanded to include community activities and information about area Bicentennial efforts as well as specific library information. It has received considerable attention and is currently distributed to approximately 200 area libraries and Bicentennial organizations.



The Universal Library Card

The universal library card is a reciprocal borrowing agreement among five of the local jurisdictions. Libraries in the City of Falls Church and Fairfax, Montgomery, Prince George's and Prince William Counties have agreed to honor a library card from any of the participating library systems.

Joint Procurement of Library Supplies

Now in its third year this has been a particularly successful program in terms of financial savings for area libraries. There are at present two joint purchasing contracts which are renegotiated each year. The first is for mylar book jackets and the second for record covers. These contracts have been developed with the assistance of the Purchasing Agents Technical Committee and members of that Committee handle the bid process.

It is estimated that area libraries realized a combined savings of approximately \$11,000 from these contracts during 1975. Additional items are now being studied for a possible expansion of the program.



SUPPORTS AREA LIBRARIANS IN EDUCATIONAL AND INTER-ASSOCIATION ACTIVITIES

Continuing Education

This year the Librarians' Technical Committee was awarded a grant by the Department of Health, Education and Welfare (Higher Education Act, Title IIB) to develop, demonstrate and evaluate a model interdisciplinary continuing education curriculum for librarians. The goal of the project reflects the goal of the Librarians' Technical Committee: To develop and evaluate a continuing education curriculum for library personnel designed to encourage cooperation and communication among libraries and between librarians and those in other disciplines. Toward this end a needs assessment was conducted and a series of six workshops planned to cover the following subject areas:

- ° Communications Techniques - November
- ° Advertising and Public Relations - December
- ° Personnel Administration - February
- ° Consumer Protection Information - March
- ° Planning and Budgeting - April
- ° Supervisory Skills - May

A variety of formats will be tested, several other COG Technical Committees will be involved and instructors will be drawn from those subject areas to be covered.

While conclusions must await a final evaluation, preliminary responses by participants have been extremely favorable. The group attending the Public Relations Workshop has formed a task force to ensure long term cooperation and the development of a regional approach to public relations.

Jobline - 223-2272

The Metropolitan Washington Jobline continues to be an active, successful placement service. In 1975 the number of people finding jobs through Jobline rose from 47 to 59 in spite of the fact that positions listed dropped from 260 to 238. (See appendix for complete statistical report)

The service is a joint venture sponsored by:

Potomac Valley Chapter of American Society for
Information Science

D. C. Library Association

D. C. Chapter Special Library Association

University of Maryland, College of Library and Information
Science

Federal Librarians' Association

Ebsco Subscription Service

and is maintained and administered by the staff of the Librarians' Technical Committee.

Listings are updated each Friday and are available 24 hours a day to anyone calling 223-2272. To list a job opening call 223-6800, ext. 344.

Intern Program

This program has now been in operation for two years and continues to provide valuable assistance to the Librarians' Technical Committee as well as a liaison with local library schools. Through it a library school student has an opportunity to observe governmental cooperation in action and interrelationship among libraries while earning six hours of graduate credit.

Master Calendar

As a service to area librarians a Master Calendar of all library meetings in the metropolitan area is maintained. This enables local library associations to avoid conflicts in the scheduling of meetings and provides a central source of information about library associations' activities.





PLANS FOR THE EFFECTIVE DEVELOPMENT OF AREA LIBRARIES

Information Collection

Effective planning for future growth and development of libraries both within a given jurisdiction and throughout the metropolitan area must rest on an accurate assessment of existing services and facilities. For this reason the Librarians' Technical Committee engages in regular data collection. Information about area public and academic library budgets, holdings, services and salaries may be found in the appendix of this report.

In addition present cooperative programs such as MAILS and Jobline are regularly monitored to determine cost/effectiveness, and the Interlibrary Loan Task Force has developed a standard form for the collection of interlibrary loan information. This form is presently used by area libraries to gather further information about the scope of the inter-library loan activity and its relationship to the use of the Universal Library Card.

Information Systems Survey

The Information Systems Task Force is currently engaged in a study of commercial data bases available in the Washington Metropolitan Area. The group proposes to generate a report which will determine the feasibility of providing access to on-line information retrieval systems to users of public, private and academic libraries in the Washington area. The report will include a needs survey, a cost study for several cooperative approaches and a survey of existing organizations that will provide fee for service searches.

DEFINES AND INTERPRETS THE ROLE OF LIBRARIES IN PROVIDING NEEDED INFORMATION TO MEMBERS OF THE COUNCIL OF GOVERNMENTS AND AMONG ITS MEMBER JURISDICTIONS

In view of the relationship between the Librarians' Technical Committee and the Council of Governments there is library involvement in general regional planning activities and interaction between the members of the Librarians' Technical Committee and other COG committees. Information reports are made to the Board of Directors and the Human Resources Policy Committee both of which consist of local elected officials. In addition the continuing education program has involved members of the Personnel-Officers' Technical Committee and the Consumer Protection Technical Committee, joint purchasing projects have been coordinated through the Purchasing Agents Technical Committee, and Bicentennial Briefs relates directly to the activities of the Bicentennial Coordination Committee.



In 1975 area librarians had an additional opportunity to speak with elected officials about library problems as members of the Librarians' Technical Committee participated in Legislative Day. Sponsored by several library associations, Legislative Day is held the Tuesday in National Library Week. At that time librarians are asked to meet with their members of Congress and invite them to a concluding reception. Every member of Congress from the Washington Metropolitan Area was either present at the reception or represented by a staff member.

PROMOTES AN EXCHANGE OF EXPERIENCE, SKILL AND RESOURCES

Bimonthly meetings of the Librarians' Technical Committee give directors of area libraries an opportunity to meet regularly, exchange information and discuss issues affecting libraries in general. Use of microfilm catalogs and on-line information systems are some examples of the types of concerns which have been explored in this manner.

Task forces too provide an opportunity for librarians at every level to share information and experience. Members of the Bicentennial Task Force have strengthened communication between school librarians and public librarians, members of the Joint Purchasing Task Force have exchanged information about library suppliers, and the Task Force on Public Relations is pooling information and experience of its members to develop a metropolitan approach to public relations.

These exchanges at every level promote an awareness of library activity throughout the area, contribute to a cooperative approach to common problems and result in better information service for area residents.

future plans

As programs and activities of the Librarians' Technical Committee continue to grow a wider participation among area libraries has become desirable. Thus, during the coming year the Committee plans to restructure itself along more flexible lines. A new goal and objectives statement will be developed and additional libraries will be invited to participate.

Projects which will receive special attention include more ambitious joint purchasing activities, an expanded publications program and the continuation of interdisciplinary in-service training. A study of interjurisdictional dependence among libraries in a metropolitan area is expected to provide specific statistical information to be used in further library development. In addition the possibility of a sophisticated computer based information network will be explored.

All these activities are based on the need of area residents for information and the belief that information can be provided most efficiently and effectively if libraries work together. The goal is that each person living in metropolitan Washington will be better able to identify and obtain needed information with the least possible delay.



appendices

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APPENDIX A

ORGANIZATION AND BY-LAWS of the LIBRARIANS' TECHNICAL COMMITTEE of the

Metropolitan Washington Council of Governments

I. Functions

The goal of the Librarians' Technical Committee is to facilitate cooperative planning and action among various types of libraries in the Washington Metropolitan Area.

To accomplish this, the immediate objectives of the Committee are to:

- ° Foster a climate conducive to cooperative planning and action in the Metropolitan Area.
- ° Encourage cooperation in planning and providing library programs and services on a regional basis.
- ° Promote the most effective utilization of human, financial, and facility resources of metropolitan libraries which support library programs and services.
- ° Encourage involvement and support of the governing authorities of libraries in efforts directed toward regional library cooperation.
- ° Provide counsel and assistance to key government and private groups undertaking library planning in the Metropolitan Area.
- ° Encourage library planning to meet the needs of the culturally deprived, socially handicapped, and immigrant groups as well as the more sophisticated needs of the research and scholastic communities.
- ° Identify opportunities for needed research projects on library cooperation, facilitate funding and support meritorious projects.
- ° Assure that programs for library cooperation recognize the distinctive missions of various types of libraries as set forth in ALA standards and other professional documents.
- ° Provide an organizational structure through which libraries can work equitably and flexibly in efforts concerned with cooperative planning and action.
- ° Disseminate information on the work of the Committee to foster greater cooperation among libraries.

II. Membership and Terms

The membership of the Librarians' Technical Committee shall consist of:

- a. The director of each of the public libraries of the political jurisdictions represented in COG; and

representatives in each of the following categories:

- b. Universities
- c. Four-year Colleges
- d. Junior Colleges
- e. Public Schools
- f. Private Schools
- g. Special Libraries (Non-Federal)
- h. U. S. Office of Education
Division of Library Programs
- i. Maryland State Library Agency
- j. Virginia State Library Agency
- k. National Libraries (i.e., Libraries of Congress,
Medicine, Agriculture)

III. Meetings

The Librarians' Technical Committee shall hold bimonthly meetings which shall be open to the public. The first regional meeting in each calendar year shall constitute the annual meeting.

IV. Internal Organization

a. The membership of the Librarians' Technical Committee shall have final authority to consider projects, establish priorities and take action which may be recommended by members, sub-committees, or staff.

b. An Executive Steering Committee will be appointed by the Chairperson. It will consist of 5 persons (including present Chairperson and Chairperson designated for the coming year). Other appointees shall reflect the makeup of the full Committee with respect to type of library and political jurisdiction.

The members of this Committee will serve for one year although individuals may be reappointed by the incoming Chairperson.

This Committee will be responsible for:

1. Developing long range goals and
2. Taking action on matters which must be acted upon between meetings of the full Librarians' Technical Committee. In this capacity the Executive Steering Committee will serve as a grant advisory board when prior review by the group is impossible.

c. Task forces will exist on an ad hoc basis to deal with specific tasks. Upon completion of the task the group will be dissolved.

V. Officers

The officers of the Committee shall consist of a Chairperson and a Vice Chairperson. Terms of office shall be for one year, with terms beginning at the annual meeting each year.

The Chairmanship of the Librarians' Technical Committee of the Metropolitan Washington Council of Governments will be rotated on an annual and alphabetic basis among the participating jurisdictions. Should the director find it necessary to decline, the Chairmanship will pass to the next jurisdiction in alphabetic sequence. Those jurisdictions (Alexandria, Montgomery, District of Columbia) which have had the Chairmanship will be passed over in the first sequence.

The Vice Chairperson shall represent one of the following types of libraries: state, federal, special or academic, and shall be selected by members of the Committee from the eligible membership at the last meeting of the calendar year.

Duties of Officers

The Chairperson shall preside at all meetings and appoint all Committees and shall perform such other duties as the Committee may from time to time order.

The Vice Chairperson shall preside at meetings in the absence of the Chairperson, shall assist the Chairperson, and shall act in the absence of the Chairperson.

VI. Voting Procedures

Those members in attendance at any meeting of the Committee shall constitute a quorum. The vote of a majority of the Committee members present shall decide any questions brought before the meeting.

The Chairperson has the right to vote on any matters before the Committee.

VII. Staff

The Chief of Library Programs and other personnel designated in the contract between and among the Metropolitan Washington Council of Governments and the Public Library of the District of Columbia and the Maryland State Department of Education and the Virginia State Library shall serve as staff to the Librarians' Technical Committee in the conduct of planning and programs determined by the Committee.

VIII. Amendment of By-Laws

These By-Laws may be amended pursuant to the following procedure:

- a. A proposal to amend the By-Laws introduced at any regular meeting of the Committee, shall be recorded in the Minutes; and
- b. A special written notice setting forth such a proposal shall be mailed to every member of the Committee at least ten (10) days before the next meeting.

The amendment shall be acted upon at the regular meeting next following the meeting at which it was proposed. A majority vote of the members of the Committee shall be required for adoption.

APPENDIX B
MAILS SURVEY
1975
Total Materials Going Out of Library

LIBRARY	Mar 75	July 75	Nov 75	Average Per 4 Week Period	
				1975	1974
Alexandria	775	395	854	675	676
Arlington	698	408	661	589	425
District of Columbia	333	260	314	302	276
Fairfax County	1,117	724	987	943	897
Montgomery County	1,257	577	1,132	982	1,122
Prince George's County	348	226	163	246	--
Prince William County	517	456	366	446	244
National Library of Medicine	148	229	352	243	226
University of Maryland	427	--	--	--	--
<u>CONSORTIUM</u>					
American University	187	124	131	147	128
Catholic University	62	66	64	64	67
Georgetown University	491	46	72	103	152
Georgetown University	138	109	103	117	180
Howard University	68	37	19	41	54
TOTAL	6,266	3,657	5,218	5,047	4,450

MAILS SURVEY
1975
Total Materials Incoming

LIBRARY	Mar 75	July 75	Nov 75	Average Per 4 Wk Period
Alexandria	831	334	883	683
Arlington	660	405	652	572
District of Columbia	304	295	332	310
Fairfax	1,114	501	1,021	879
Montgomery County	1,161	592	972	908
Prince George's County	377	261	163	258
Prince William County	434	246	323	334
National Library of Medicine	122	27	121	164
<u>CONSORTIUM</u>				
American University	202	145	95	147
Catholic University	55	4	45	35
George Washington University	151	75	56	94
Georgetown University	133	76	98	102
Howard University	91	42	47	60
TOTAL	5,635	3,003	4,808	4,482

MAILS SURVEY 1975
Total Materials Outgoing by Type

Type	Mar 75	July 75	Nov 75	Average Per 4 Wk Period
Books	2,321	1,298	1,625	1,748
Films	2,683	1,529	2,563	2,258
Bound Periodicals	215	151	51	139
Photocopies	261	188	276	242
Other (include mail)	786	491	703	660
TOTAL	6,266	3,657	5,218	5,047

MAILS SURVEY 1975
Total Materials Incoming by Type

Type	Mar 75	July 75	Nov 75	Average Per 4 Wk Period
Books	1,926	1,180	1,527	1,544
Films	2,517	1,223	2,380	2,040
Bound Periodicals	210	122	58	130
Photocopies	94	36	84	72
Other (include mail)	888	442	759	696
TOTAL	5,635	3,003	4,808	4,482

APPENDIX C

METROPOLITAN WASHINGTON LIBRARY JOBLINE

Vacancies Listed and Positions Filled

From November 1, 1974 through December 31, 1975, 238 positions have been listed with the Metropolitan Washington Library Jobline, compared to 260 positions listed in 1974. Of these, 126 employees have responded to requests for follow-up information in 1975, compared to 160 responses in 1974. The following analysis of vacancies listed and filled is based on these responses.

<u>Type of Library</u>	<u>Listed</u>		<u>Reported Filled Through Jobline</u>	
	<u>1975</u>	<u>1974</u>	<u>1975</u>	<u>1974</u>
Public	11	31	3	0
Special	125	120	28	29
Federal	38	66	8	9
Academic	62	39	20	7
School	2	4	0	2
<u>Type of Position</u>				
Professional	135	172	36	29
Non-professional (Library Assistant or Clerical)	103	88	23	18
Full-time	220	227	50	37
Part-time	18	33	9	10
<u>Location</u>				
Washington Metropolitan Area	223	241	58	47
Out of Area	15	19	1	0
TOTAL	238	260	59	47

ANALYSIS OF SERVICE

<u>Incoming Calls</u>	<u>Total</u>		<u>Average Volume/Week</u>	
	<u>1975</u>	<u>1974</u>	<u>1975</u>	<u>1974</u>
1st Quarter*	8,798	5,077	419	362
2nd Quarter	5,980	5,104	460	425
3rd Quarter	6,749	5,401	519	450
4th Quarter	5,628	4,933	433	411
Total Per Year	27,155	20,515		
Average Volume Per week	458	412		

*The first quarter of 1974 began in October, 1973, when the Jobline Service was initiated. The first quarter of 1975 covers November, 1974 through March, 1975.

APPENDIX D

ACADEMIC LIBRARIES - UNIVERSITIES
METROPOLITAN WASHINGTON AREA

	American University	Catholic University	George Wash. University	Georgetown University	Howard University	University of Maryland
User Population Enrollment	13,570	7,300	22,120	11,043	9,506	34,000
No. of Faculty Served	1,066	711	1,363	1,250	1,153	4,539
Total Annual Budget	817,703	1,174,823	1,172,894	1,541,606	1,609,287	4,839,004
Expenditure Per Student	60.25	160.93	53.02	139.60	169.29	142.32
Salaries-Regular Non-students	342,683	686,432	662,272	722,228	908,068	2,473,250
Salaries-Hourly Students	53,336	106,165	132,691	23,749	60,046	303,500
Library Material	300,440	225,166	299,750	540,511	393,780	1,496,894
Holdings-Volumes	355,115	838,697	455,008	599,281	525,628	1,465,064
Titles	NA	NA	NA	NA	NA	NA
Periodicals	3,079	5,026	5,515	11,820	4,151	10,894
Records	NA	8,629	NA	NA	NA	17,897
Films	NA	8	NA	NA	NA	5
Filmstrips	NA	29	NA	NA	NA	19
Microforms	122,480	158,802	56,942	329,741	131,409	875,004
Other	--	--	--	--	--	6 kits 30,023 map & charts
Circulation	208,535	202,258	301,733	291,444	169,837	768,840
Circulation Per Student	15.37	27.71	13.64	26.39	17.87	22.61
Interlibrary Loan Lending Borrowing	2,255 1,752	2,131 1,015	2,527 1,744	1,904 1,066	949 1,311	10,767 2,180

ACADEMIC LIBRARIES - FOUR YEAR COLLEGES
METROPOLITAN WASHINGTON AREA

	Bowie State College	Capitol Inst. of Technology	Federal City College	Gallaudet College	Luther Rice College	Mt. Vernon College	Trinity College
User Population Enrollment	3,098	Day-100 Night-100	8,202	1,212	140	442	651
No. of Faculty Served	147	24	624	208	30	47	130
Total Annual Budget	398,119	12,700	1,044,476	406,521	13,376	97,302	99,898
Expenditure Per Student	128.50	63.50	127.34	335.41	95.54	220.14	153.45
Salaries-Regular Non-students	254,587	7,875	648,765	273,393	7,826	38,832	48,612
Salaries-Hourly Students	42,822	1,251	NA	16,570	1,908	1,692	11,574
Library Material	74,247	2,694	217,071	61,596	3,622	47,337	34,449
Holdings-Volumes	117,283	8,500	154,722	138,679	7,500	23,122	138,875
Titles	NA	NA	68,200	74,600	NA	NA	NA
Periodicals	1,003	40	1,253	1,400	21	189	681
Records	285	0	1,285	718	156	1,422	Not housed in library
Films	57	0	750	1,108	0	140	0
Filmstrips	857	0	400	951	0	85	0
Microforms	163,063	0	211,005	93,733	0	1,828	5,400
Other	--	--	See 1	See 2	--	113	Art slides 9,343
Circulation	28,940	3,120	13,524	26,327	1,113	4,650	NA
Circulation Per Student	9.34	15.6	1.65	21.72	7.95	10.52	NA
Interlibrary Loan Lending Borrowing	-- 69	15 8	10 120	81 164	-- 1	0 0	26 37

1. 72 sets-slides overhead transparencies; 175 maps and charts; 85 other materials
2. 10,126 slides and overhead transparencies; 50 maps and charts; 22 other materials

ACADEMIC LIBRARIES - TWO YEAR & OTHER COLLEGES
METROPOLITAN WASHINGTON AREA

	Marymount College of Virginia	Prince Geo.'s Community College	No. Virginia Community College	D. C. Teachers College	Strayer College
User Population Enrollment	620	9,000	27,198	1,750	1,600
No. of Faculty Served	73	547	434	111	80
Total Annual Budget	89,409	462,534	1,582,012	181,527	22,689
Expenditure Per Student	144.21	51.39	58.17	103.73	14.18
Salaries-Regular Non-students	53,943	216,487	777,514	NA	11,445
Salaries-Hourly Students	7,872	31,843	16,970	NA	4,489
Library Material	17,911	124,552	456,907	30,200	4,131
Holdings Volumes	42,337	60,000	121,221	11,000	12,100
Titles	29,060	54,029	53,099	NA	11,800
Periodicals	260	568	1,765	456	90
Records	3,581	4,400	11,584	1,400	45
Films	421	1,350	1,853	292	15
Filmstrips	345	1,000	5,024	1,080	20
Microforms	1,670	9,720	7,923	163,000	0
Other	See 1	See 2	See 3	--	See 4
Circulation	12,387	65,684	99,329	13,000	3,560
Circulation Per Student	19.98	7.3	3.65	7.43	2.23
Interlibrary Loan					
Lending	3	8	197	21	10
Borrowing	3	79	235	156	50

1. 5,034 slides and transparencies; 35 maps and charts; 9,365 pamphlets and documents
2. 15,500 slides and transparencies; 303 maps and charts; 250 other materials
3. 29,386 slides and overhead transparencies; 543 maps and charts; 2,168 other materials
4. 10 maps and charts

ACADEMIC LIBRARIES

SALARY SURVEY - 1975

LIBRARY	Beginning Clerk	Beginning Sub-Prof	Beginning Professional (MLS)	Assistant Director	Director
Catholic University	5,220	6,000	8,400	14,000	Open
Howard University	6,764	7,596	12,841	21,816	36,000
Bowie State College	5,594	8,263	10,192	12,709-14,741	17,112-19,959
Federal City College	5,996	8,360	12,500	20,100	21,350
Gallaudet College	7,625	9,509	12,890	--	--
Trinity College	Students at 2.25/hr	--	8,500	--	13,000
Northern Virginia Community College	6,144	8,040	10,500	12,500	25,100
Prince George's Community College	6,669	8,112	13,556	--	18,618

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

VACATION LEAVE POLICY	Bowie State College	Catholic University	Federal City College	Gallaudet College	Howard University
1. No of days per Year (Start)	22 Admin.	21 Professional	24 (Admin.) 12 (GS)	13	13
2. No. of days per Year (Maximum)	Same	Same	24 (Admin.) 26 (GS)	26	26
3. Years to Reach Maximum	NA	NA	NA (Admin.) 15 (GS)	15	15
4. Accumulated	1.83 per month	Monthly (may be used by hours) plus 19 holidays in 1975-76	2 days/mo (Admin.) 1-3 yrs=4 hrs/pay period; 3-15 yrs=6 hrs/pay period; 15 yrs=8 hrs/pay period (GS)	Biweekly	Prorated number of hours added to balance each pay period

LIFE INSURANCE

1. Percent paid by Employer	100% - State of Maryland	First \$5,000 Free	33%	Basically 1/3	33 1/3 for those earning \$8,000 or more
2. Amount of Coverage Available to Employee	Twice the annual salary rounded to the lower thousand, also State Retirement System provides one year's salary as death benefit after one year of service plus return of all contributions	\$1,000 more than annual salary; employee pays \$.45 and university pays \$.56 per \$1,000	Salary rounded to the highest thousand plus \$2,000, minimum is \$10,000	Depends on salary; minimum amount is \$10,000 - Same as Civil Service	Salary rounded to next highest thousand plus \$2,000 (Optional policy of higher coverage available)

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

VACATION LEAVE POLICY		Northern Virginia Community College	Prince George's Community College	Trinity College	University of Md.
1. No. of days per Year (Start)		12	25 - Administrators 13 - Classified personnel	1 month for professionals	22-Associate staff 10 + 3 personal for support staff
2. No. of days per Year (Maximum)		18	25	--	22-Associate staff 25 + 3 personal for support staff
3. Years to Reach Maximum		10.	15	--	20
4. Accumulated		12 annual days rate may accumulate to 24; 18 annual days may accumulate to 36	Leave is credited on July 1 for the coming Fiscal Year	--	A maximum of 30 days may be carried over for classified
LIFE INSURANCE					
1. Percent Paid by Employer		97% - State of Va.	100%	None offered	Unknown
2. Amount of Coverage Available to Employee		Natural death - 2 times annual salary Accidental death - 4 times annual salary	200% of annual salary starting in October	None offered	100% of annual salary (plus retirement contributions, with interest)

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

HOURS OF WORK	Bowie State College	Catholic University	Federal City College	Gallaudet College	Howard University
1. No. of Hrs. Per Week: Full Time: Part-Time:	40 and 35 1/2 20 and 30	35 10-20	40 20	40 Variable	40 20
2. Overtime Policy	Overtime in the excess of the 40 hrs/week is 1 1/2 times hourly rate See 1	Permission of Director	None	Time and a half over 40; if seven consecutive days the seventh day is double time	Approved work exceeding 8 hrs a day or 40 hrs a week receives compensatory pay at 1.5 basic rate below GS 10; GS 10 & up receives time off at 1.5 hrs or each hr accumulated
3. Special/Experimantal Schedules in Effect	Flextime	No	No	See 2	No
SICK LEAVE POLICY					
1. No. of days per Year	15	12	12 (Admin. and GS)	13	13
2. Retirement Affected by Accumulated Sick Leave	No	No	No	Unused sick leave is added to length of service	No
3. Pay for Unused Sick Leave	No	Only in case of death	No	No	No

1. Except for those employees working under the flextime schedule in which case overtime is not authorized unless employee has worked over 40 hours in a given week (overtime for classified employees only).
2. Within the guidelines of the Fair Labor Practices Act, and considering the needs of the library, staff at all levels have considerable freedom in establishing work schedules.

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

HOURS OF WORK	Northern Virginia Community College	Prince George's Community College	Trinity College	University of Md.
1. Number of Hrs Per Week: Full Time: Part-Time	40	37.5 18	35	35 1/2 17 3/4
2. Overtime Policy	Only when requested and approved in advance; no differential in pay scale for extended hour duty (evenings or weekends)	Time and a half for anything over 40 hours	None allowed	Grades 1-8 earn overtime (limited by budgetary problems) Grades 9 and above receive compensatory time
3. Special/Experimental Schedules in Effect	No	No	No	Experimenting with a 4 day and 4 1/2 day week. Optional

SICK LEAVE POLICY

1. Number of days per Year	15	12	--	15
2. Retirement Affected by Accumulated Sick Leave	No credit is provided for accumulated sick leave on retirement	No	--	Accumulated sick leave may be converted to service credits when payments are computed
3. Pay for Unused Sick Leave	No	No	--	No

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

HEALTH INSURANCE	Bowie State College	Catholic University	Federal City College	Gallaudet College	Howard University
1. Major Underwriter	Blue Cross Blue Shield	TIAA Major Medical and Blue Cross/ Blue Shield	Indemnity plan; Aetna; Group Health; Columbia Medical plan; University Affi- ate	Blue Cross/Blue Shield; Group Health; Aetna	Blue Cross/Blue Shield
2. Plan of Coverage	Basic and Major Medical	Preferred Surgi- cal Medical	Low and high options	Individual only, individual and family, high or low options	Comprehensive Major Medical
3. Percent Paid by Employer	State pays percent	All for Blue Cross Blue Shield; half for TIAA Major Medical	Up to 75% of the average plan	70%	13%
4. Amount Paid by Employee: a. Family b. Single	\$9.25 biweekly 2.62 biweekly	Blue Blue Cross Shield \$16.65 \$18.66 \$6.75 6.98 6.75 1.75	25% See 3.	High option- Blue Cross \$12.88 5.40	2/3 2/3

3. (a) Low option - \$10.58; High option - \$19.31 (average on all plans)

(b) Low option - \$4.21 semimonthly; High option \$5.85 semimonthly (average on all plans)

ACADEMIC LIBRARIES

PRINCE BENEFIT SURVEY - 1975

HEALTH INSURANCE	Northern Virginia Community College	Prince George's Community College	Trinity College	University of Md.
1. Major Underwriter	Blue Cross/Blue Shield	Blue Cross/Blue Shield	Blue Cross/Blue Shield and TIAA	Blue Cross/Blue Shield
2. Plan of Coverage	Individual only - basic plan	Major Medical	Major Medical and Group Hospitalization	--
3. Percent Paid by Employer	100%	50%	100%	Varies - 70%-80%
4. Amount Paid by Employee a. Family b. Single	a. Supplemental over individual policy charges for major medical b. None except on optional plan which provides some additional coverage (Major Medical)	a. 50% b. 50%	Employees pay their own Blue Cross/Blue Shield	Varies

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

RETIREMENT POLICY	Bowie State College	Catholic University	Federal City College	Gallaudet College	Howard University
1. Formula Used to Compute Benefits	State Retirement Systems for which formula is: 1/55 of average salary of highest 3 yrs multiplied by the yrs of service; this amount is received per yr	TIAA/CREF	Life insurance actuarial rates	Based on Civil Service retirement system; length of service--average high of three consecutive yrs	Social Security; TIAA; CREF Also, full benefits based on Civil Service retirement System; length of service --average high of three consecutive years
2. Percentage of Annual Salary Contributed by Employee	Uniform rate of 5% effective 7/1/73	5.85% (of \$13,200 or less salary)	5.85% of first \$14,100 (Social Security)	7%	5% Maximum
3. Percentage of Annual Salary Contributed by Employer	None - The State of Md makes a contribution to the pension fund to meet the formula for benefits stated in (1)	5.85%	5.85% of first \$14,100 (Social Security benefits payable at age 62 or 65) and up to 15% of base salary for TIAA/CREF	7%	5% plus another 5% of salary above \$4,800
4. Beginning of Retirement	Age 60 or 25 yrs of service regardless of age	65	Normal retirement age 65, but can retire at anytime with five years of service	55 with 30 yrs of service; 60 with 20 yrs of service; 62 with 5 yrs; also after 5 yrs of service there is a disability allowance	62 years of age

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

RETIREMENT POLICY	Northern Virginia Community College	Prince George's Community College	Trinity College	University of Md.
1. Formula Used to Compute Benefits	Average of final 3 yrs' salary times 1.5% = Benefit per yr of service; Benefit per yr of service times no. yrs creditable service = annual benefit (Retirement system is supplemented to Social Security benefits which employee also receives)	All money paid into the retirement system is matched by the State at the time of retirement	TIAA for professional librarians	Years of creditable service over 55 times average final compensation = maximum annual allowance
2. Percentage of Annual Salary Contributed by Employee	5% of current annual salary + 4% interest credit for State Retirement System. Withholding of Social Security contribution for federal system	5% maximum	6% of salary	Unknown
3. Percentage of Annual Salary Contributed by Employer	No fixed amount, after employee receives benefits equal to contributed amount, State contributes all additional benefits until death of employee	--	6% of salary	Unknown
4. Beginning of Retirement	Optional at 60 with reduced benefits; full benefits at 65	60 yrs of age; before 60 with 30 yrs of service; or at reduced amount at 25 yrs of service or under (State Retirement System)	65 normally	Age 60; compulsory after age 70

APPENDIX E
PUBLIC LIBRARIES
METROPOLITAN WASHINGTON AREA

	Loudoun County	Montgomery County	Prince Geo.'s County	Prince William County	Takoma Park
Population	44,000	580,000	770,000	111,102	18,455
Square Miles in Area Served	517	550	486.17	347	2.2
Total Annual Budget	132,136	4,408,845	7,006,570	584,257	92,589
Salaries	57,871	3,573,310	4,972,111	342,201	71,059
Library Material	19,676	528,980	700,572	132,240	15,853
Support Per Capita	3.00	7.60	9.10	5.25	5.02
Local Support Per Capita	2.68	7.19	7.83	4.99	5.02
Total Circulation	166,078	5,421,644	3,672,010	617,953	89,227
Circulation Per Capita	3.77	9.3	4.8	5.5	4.83
Holdings Volumes	76,482	1,209,671	1,095,549	112,161	42,779
Volumes Per Capita	1.74	2.09	1.42	1.00	2.32
Titles	--	118,945	148,666	NA	42,299
Periodicals	97	1,236	981	504	237
Recordings	219	42,416	17,253	3,305	2,068
Films	--	763	1,575	537	--
Art Prints	--	2,000	705	323	--
Microfilm	--	36	NA	1,436	Local newspaper

DATA SUPPLIED BY INDIVIDUAL LIBRARIES

PUBLIC LIBRARIES
METROPOLITAN WASHINGTON AREA

	Alexandria	Arlington	District of Columbia	Fairfax	Falls Church
Population	110,938	165,700	756,510	574,800	11,441
Square Miles in Area Served	15.2	25.7	61.4	405	2.5
Total Annual Budget	957,056	1,981,829	7,576,200	4,641,939	197,175
Salaries	643,994	1,510,287	6,000,100	3,193,503	136,295
Library Material	171,507	223,623	523,100	920,445	36,862
Support Per Capita	8.58+	11.96	10.02	8.08	17.20
Local Support Per Capita	8.17+	11.62	9.50	7.90	16.80
Total Circulation	783,263	1,003,419	2,031,195	4,683,586	139,806
Circulation Per Capita	7.06	8.03	9.00	8.41	12.7
Holdings Volumes	248,603	405,047	1,162,211	1,148,361	62,578
Volumes Per Capita	2.24	2.44	1.54	2.00	5.47
Titles	111,490	NA	300,000	171,542	58,707
Periodicals	505	1,956	1,700	1,355	187
Recordings	11,399	5,254	41,247	16,307	2,965
Films	1,245	680	2,100	1,502	None
Art Prints	258	NA	4,000	NA	52
Microfilm	21,746	182	NA	14,626	NA

DATA SUPPLIED BY INDIVIDUAL LIBRARIES

PUBLIC LIBRARY SERVICES

FACILITIES	Alexandria	Arlington	District of Columbia	Fairfax	Falls Church
Central Library	Yes	Yes	Yes	Yes	Yes
Hours of Operation	9-9 Mon-Thurs 9-6 Fri 9-5 Sat 1-5 Sun	9-10 Mon-Thurs 9-5 Fri-Sat 1-9 Sun	9-9 Mon-Thurs 9-5:30 Fri-Sat 9-11 Mon-Thurs (Night Owl)	Central and 3 Regionals 9-9 Mon-Fri 9-5 Sat 1-5 Sun (Oct-May)	9-9 Mon-Fri 9-5 Sat
Branches	2	6	23	16	None
Hours of Operation	Same except no Sunday hours	10-9 Mon-Thurs 10-6 Fri 9-5 Sat	Variable: 9:30-9 Two days 9:30-5:30 One day & Sat 1-9 One day	1-9 Mon 10-9 Tues-Thurs 10-5 Fri 9-5 Sat 1-5 Sun (Oct-May)	--
Bookmobiles and other Outlets	1 Deposit Station	None	4	3	None
Hours of Operation	Deposit Station open in early evening	--	Variable: 5-7-hour trips Mon-Fri	Hour vary but includes evenings and Saturdays 1-9 Tues-Wed 10-6 Thurs-Fri 9-5 Sat	--
Special Summer Schedules	9-1 Sat	Branches not open Sat	Central: 9-9 Mon-Thurs 9-5:30 Fri Branches: 1-9 two days 9:30-5:30 three days	No Sunday hours June-Sept	None

PUBLIC LIBRARY SERVICES

FACILITIES	Loudoun County	Montgomery County	Prince George's County	Prince William County	Takoma Park
Central Library	No	No	No	Yes	Yes
Hours of Operation	--	--	--	9-9 Mon-Thurs 9-5 Fri-Sat	1-9 Mon-Fri 10-5 Sat, mid Sept-mid June
Branches	3	17	18	1	None
Hours of Operation	1-5 Mon 10-9 Tues-Thurs 10-5 Fri 10-4 Sat	9-9 Mon-Fri 9-5 Sat	Larger Branches: 9-9 Mon-Fri 9-5 Sat New Carrollton & Oxon Hill: 1-5 Sun	Same as Central	--
Bookmobiles and Other Outlets	1	3	5	None	None
Hours of Operation	5 days/week	Same as branches	3-9 Mon-Fri 10-5 Sat	--	--
Special Summer Schedules	No bookmobile service June 15 to Sept 15	All libraries 9-1 Sat	9-9 Mon-Thurs 9-6 Fri 9-5 Sat	Same	Closed Sat mid June to 1st Sat after Labor Day

PUBLIC LIBRARY SERVICES

SERVICE	Alexandria	Arlington	District of Columbia	Fairfax	Falls Church
Programs for Elderly	Yes	Central	Some agencies	Central, Special Services and Bookmobile	Yes
Homebound Service	Yes	Central	Extension Dept.	Central and Centreville Br.	Yes
Institutional Service	Yes	Central	Extension Dept.	Central and Patrick Henry Br.	Yes
Large Print Materials	Yes	Central and Branches	All agencies	All	Yes
Talking Books	Yes	Central	Extension Dept.	Kings Park Br.	No
Braille	Yes	Central	Small Reference Collection only - Extension Dept.	Kings Park Br.	No
Spanish Materials and Programs	Yes - Materials No; special programs yet	Central and Branches	Central and a few Branches	Woodrow Wilson Branch	Yes
Other	Microforms, Some specialized primary source material on Alexandria and Virginia	Posters (Central)	A.P. Wire Service (Central); Telephone Reference (Central); Washingtonian Collection (Central); Municipal Reference (Central)	Music Collection (Central)	Sculpture Lending, Sunday Concert Series Nov - May, Recording Service for the visually handicapped.

PUBLIC LIBRARY SERVICES

SERVICE	Loudoun County	Montgomery County	Prince George's County	Prince William County	Takoma Park
Programs for Elderly	No	Rockville	Bowie, College Park Greenbelt, Hillcrest Heights, Mt. Ranier	Not specifically directed to elderly	No
Homebound Service	No	Special Service	All branches except Marlboro, Oxon Hill Suitland	No	No
Institutional Service	Bookmobile	Special Service	Same as above	Books delivered to home for elderly by Central	No
Large Print Materials	Purcellville and Thos. Balch	All	All Branches and Bookmobiles	Central and Branch	Yes
Talking Books	No	Library for Physically Handicapped	Div. for Blind and Physically Handicapped-Hyattsville Branch	Central and Branch	Yes
Braille	No	Same as above	Same as above	No	No
Spanish Materials and Programs	No	All libraries	All Branches and Bookmobiles	Spanish books at Central and Branch	Yes, small paperback collection
Other	No	No	Lending toys and games, all branches except District Heights; Lending Kits for hearing-impaired children, all branches and bookmobiles; TTY's for hearing-impaired children, Bowie, Hyattsville, New Carrollton, Oxon Hill	No	No

PUBLIC LIBRARY SERVICES

SERVICE	Alexandria	Arlington	District of Columbia	Fairfax	Falls Church
Reference-Phone	11,269	--	--	385,396	6,143
Reference-Walk-in	35,863	--	--	802,820	13,260
Adult Programs	Book discussions Hobby-film-Investment; Senior Citizens, etc.	Central and Branches	All agencies	All	Yes
Children's Story Hour	Yes	Central and Branches	All agencies	All	Yes
Class Visits	Yes	Central and Branches	All agencies	All	Yes
Lending Art Prints	Yes	None	All agencies	None	Yes
Lending Films, Slides, Tapes	Yes	Central	Central	Special Service	Lend films (not own)
Meeting Room Available to Public	Yes	Central	All agencies	Central and most Branches	Yes

PUBLIC LIBRARY SERVICES

SERVICE	Loudoun County	Montgomery County	Prince George's County	Prince William County	Takoma Park
Reference-Phone Walk-in	--	705,000 (total)	434,052 (total)	24,922 (total)	9,719 (total)
Adult Programs	--	All	All Branches	Film programs; Theatre groups (YA); Seminars on Gardening, Canning, etc.	Occasional
Children's Story Hour	Purcellville and Thos. Balch	All	All Branches	Central and Branch	Yes
Class Visits	All branches and bookmobile	All	All Branches	Central and Branches	Yes
Lending Art Prints	None	Chevy Chase and Rockville	Bowie, Fairmount Heights, Greenbelt, Hyattsville, Laurel, New Carrollton, Oxon Hill	Central and Branch	Yes
Lending Films, Slides, Tapes	None	Film Library	Booked through Films Div. and may be picked up at any Branch	Central and Branch	None
Meeting Room Available to Public	Purcellville	Aspen Hill, Chevy Chase, Davis, Kensington Park, Little Falls, Rockville, Silver Spring, Twinbrook, Wheaton, White Oak	Bowie, Fairmount Heights, Greenbelt, Hyattsville, Laurel, New Carrollton, Oxon Hill	Central and Branch	None

PUBLIC LIBRARIES
FRINGE BENEFIT SURVEY - 1975

VACATION LEAVE POLICY	ALEXANDRIA	ARLINGTON	D. C.	FAIRFAX	FALLS CHURCH	LOUDOUN COUNTY	MONTGOMERY COUNTY
1. No. of days per Year (Start)	12	13	13	13	12	12	15
2. No. of days per Year (Maximum)	26	26	26	26	24	15	26
3. Years to Reach Maximum	14	12	15	16	12	6	15
4. Accumulated	1 day/month 1 day/year	0-3=13 3-6=16 1/4 6-9=19 1/2 9-12=22 3/4 12+=26	0-3=4 hrs biweekly 3-15=6 hrs biweekly 15+=8 hrs biweekly	1-3=4 hrs/bi- monthly 3-15=6 hrs/ bimonthly 15+=8 hrs/ bimonthly	1 day/month plus 1 bonus day for each yr. of service up to max. 12 bonus days		0-3=15 days per year 3-15=20 days per year 15+=26 days per year

LIFE INSURANCE

1. Percent Paid by Employer	70%	43%	33.3%	53%	All	40% of amt. deducted from em- ployee's salary	80%
2. Amount of Coverage Available to Employee	Group Term Life Coverage roughly equal to annual salary	See 10	Base pay rounded to next thousand +	Option of Equal to or Double Annual Salary	50 times Month-Salary	Equal to the Salary	Double Annual Salary Lowered to Nearest Hundred

10. Base pay rounded to next thousand + \$2,000. Minimum \$10,000, maximum \$45,000.

FRINGE BENEFIT SURVEY - 1975

VACATION LEAVE POLICY	PRINCE GEORGE'S COUNTY	PRINCE WILLIAM COUNTY	VIRGINIA STATE LIBRARY	DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION	TAKOMA PARK
1. No. of Days per Year (Start)	15 days, 4 1/2 hrs	13.8	12 up to 5 years of service	After 6 months 5 days, then 10 days per year	12
2. No. of Days per Year (Maximum)	27 days, 5 1/2 hrs	27.6	18	25	24
3. Years to Reach Maximum	16	12	10	20	11
4. Accumulated	1-3 yrs 15 days, 4-15 yrs 24 days, 2 hrs; 16 yrs & over 27 days, 5 1/2 hrs. An employee may accumulate a maximum of 24 days of annual leave and carry over into new calendar year.	1-3=4 hrs/2 wks 3-6=5 hrs/2 wks 6-9=6 hrs/2 wks 9-12=7 hrs/2 wks 12-maximum=8 hrs/2 wks	1 day/mo. to 5 years 1 1/4 day to 10 years 1 1/2 day after 10 years	Up to a maximum of 30 days and carried into a new calendar year	Monthly

LIFE INSURANCE

1. Percent Paid by Employer	100%	40% of the total paid by employees	Coverage equivalent to annual earnings	None	100%
2. Amount of Coverage Available to Employee	Double Annual Salary to Lowest Thousand (See 9)	Double Annual Salary, excluding any salary in excess of \$30,000 per year	Twice Annual Earnings	None	Annual Salary + \$1,000 minus \$5,000

9. Also State Retirement System provides one year's salary as death benefit after one year of service, plus return of all contributions with interest.

FRINGE BENEFIT SURVEY -- 1975

SICK LEAVE POLICY	ALEXANDRIA	ARLINGTON	D. C.	FAIRFAX	FALLS CHURCH	LOUDOUN COUNTY	MONTGOMERY COUNTY
1. Number of Days Per Year	12	13	13	13	12	12	15
2. Retirement Affected by Accumulated Sick Leave	No	Yes	See 1	Yes 2	See 3	No	Yes 4
3. Pay for Unused Sick Leave	No	Yes, 30% or all hours over 100	No	No	25% upon termination of retirement	No	No

HEALTH INSURANCE

1. Major Underwriter	Blue Cross Blue Shield	Group Hosp. Inc. & Medical Svc.	Blue Cross Blue Shield	Blue Cross Blue Shield	Group Hosp. Inc.	Blue Cross Blue Shield	Conn. Gen.
2. Plan of Coverage	Basic & Major Medical with 400 OB	Basic and major medical coverage	Service Benefit Plan (Other plans available)	Major Medical	Hosp. and major medical	-	Hosp. plus Basic
3. Percent Paid by Employer	70%	75%-General 95%-Management 85%-Trade & Maintenance	\$7.64 Ind. 18.9% Family Not more than 75% of total cost	100% Ind. 75% Family	75%	100%	80%
4. Amount Paid by Employee a. Family b. Single	\$16.78 5.78	25%-General 5%-Management 15%-Trade & Main.	See 5	25% --	25%	Additional Members None	\$5.20/2 wks 2.60/2 wks

- Accumulated sick leave is converted to months and years (260 days constitutes a work year) for the computation of retirement annuity.
- May convert 172 hours of accumulated sick leave to one month of service credit upon retirement.
- 75% of unused sick leave is added to employee's length of service.
- Each 176 hours of accumulated sick leave = 1 month. No more than 4,224 hours of accumulation credited. 24 months maximum may be used as deduction from retirement.
- Family-\$2.50 low option; \$12.88 high option
 - Individual-\$1.02 low option; \$5.40 high option

FRINGE BENEFIT SURVEY - 1975

SICK LEAVE POLICY	PRINCE GEORGE'S COUNTY	PRINCE WILLIAM COUNTY	VIRGINIA STATE LIBRARY	DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION	TAKOMA PARK
1. No. of Days per Year	13 days, 6 1/2 hours	12	10 hours monthly	30 days	15
2. Retirement Affected by Accumulated Sick Leave	Yes ⁶	No	--	Yes ⁷	No
3. Pay for Unused Sick Leave	Yes ⁸	No	No	No	No

HEALTH INSURANCE

1. Major Underwriter	Blue Cross Blue Shield	Blue Cross Blue Shield	Blue Cross Blue Shield	Blue Cross Blue Shield	Group Hosp., Inc.-Med. Ser., D. C.
2. Plan of Coverage	Basic and Major Medical	Full coverage (Major medical)	State Plan (free) Allowances from Special Schedule Optional	Primary Inter-mediate or High Option	Basic Coverage Blue Cross and Major Medical-Surgical
3. Percent Paid by Employer	70%	County Pays Employee's Cost	Average approximately 70%	Varies according to coverage and option	100%
4. Amount Paid by Employee a. Family b. Single	\$20.14 7.11	\$32.80 0	Family-All Except Employee's Share Single-30%	Family and Single: Varies According to Coverage and Option	Family Coverage Less Employee Single-100%

- As of January 1, 1975, 22 days of sick leave equals 1 month of service -- may have accumulated 130 days.
- As of June 30, 1974, 22 days of accumulated sick leave equals 1 month of service, applicable after qualifying (age 60 or 30 years of service for maximum). As of June 30, 1974, may have accumulated 115 days.
- An employee who retires, resigns, dies or is laid off after a minimum of 5 years of continuous library service, shall have paid to him or his estate, a sum equal to 30% of his accumulated sick leave in excess of 100 hours based on his salary at the time of separation.

PRINCE BENEFIT SURVEY - 1975

RETIREMENT POLICY	ALEXANDRIA	ARLINGTON	D. C.	FAIRFAX	FALLS CHURCH	LOUDOUN COUNTY	MONTGOMERY COUNTY
1. Formula Used to Compute Benefits	Formula Based on Service to the City	2% of average 3 yr final com. x yrs in retirement system	10 yrs + all parts apply. See 11	See 12	See 13	Under the Va. Supplemental System take highest top 3 years	See 14
2. Percentage of Annual Salary Contributed by Employee	5% for State Pension Plan 1% for Supplemental	87%	7%	Approximately 5% of Annual Salary	See 15	5%	6% (Group A)
3. Percentage of Annual Salary Contributed by Employer	3.49%	13%	Matches employee contribution	Fixed Annually by Board of Supervisors	10.35%	1.52%	See 16
4. Beginning of Retirement	60-early; 65 normal or after 30 yrs of service if between 60 & 65 yrs of age	Up to 5 yrs before employees normal retirement date (60)	55 after 30 yrs of service; 60 after 20 yrs; 62 after 5 yrs	Combination of age and service to equal 80 but no earlier than 50 or at 65 with 5 years of service	Early retirement-52; Normal retirement-62; Rule of 80 combination of age (minimum age 50) & yrs of service equal to 80	65 - Men 62 - Women	55 with 30 yrs; 60 with 35 yrs; 50 with 15 yrs; Benefits adjusted

11. Less than 10 yrs take 1 1/2% of the "high-3" average pay and multiply the result by 5 yrs of service. Add 1 1/4% of the "high-3" average pay multiplied by all years of service over 5 and up to 10. Add 2% of the "high-3" average pay multiplied by all service over 10 years.

12. 1 1/2% of the average final compensation (based on highest 3 years salaries not in excess of Social Security breakpoint, plus 2% of the average final compensation in excess of security breakpoint, multiplied by number of years of creditable service.

13. Length of service x average last 36 months of salary above Social Security breakpoint; 2% plus length of service x average last 36 months of salary below Social Security breakpoint - 1.1/2%.

14. For normal retirement - Using last year of highest earnings as final earnings, take 2% of average final earnings, multiply by years of credited service up to a maximum of 36 years to get the amount of annual retirement pay.

15. 5% of annual compensation under the Social Security taxable wage base plus 6 1/3% of annual compensation over the Social Security taxable wage base.

16. 6% plus the State Department of Education provides State funds for payment of the employer's matching Social Security contributions and approximately 4.8% of the 6% retirement contributions for all county library employees in the county retirement system.

FRINGE BENEFIT SURVEY - 1974

RETIREMENT POLICY	PRINCE GEORGE'S COUNTY	PRINCE WILLIAM COUNTY	VIRGINIA STATE LIBRARY	DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION.	TAKOMA PARK
1. Formula Used to Compute Benefits	See 17	Virginia Supplemental Retirement System	See 18	See 19	State of Md. Retirement System
2. Percentage of Annual Salary Contributed by Employee	5%-Uniform Rate	5%	5% of Total Compensation	5%	5%
3. Percentage of Annual Salary Contributed by Employer	None - See 20	1.4% of the total paid by employees	--	Professional 1974 5.20%; Classified 1974 4.60%	5%
4. Beginning of Retirement	60 or 30 yrs of service regardless of age	Age 65	Age 65 - Optional age 60 with 30 yrs of service	Age 60 or 30 yrs of service for maximum benefits	Age 60 or 30 yrs of service for maximum benefits

17. Under State Retirement System for which formula is: $1/55$ of average salary for highest consecutive 3 years multiplied by the years of service. This amount is received per year.

18. $.015$ x average final salary x years of service, or $.0165$ x average final salary minus \$1,200 x years of service, whichever is larger.

19. $1/55$ x years of service x average of 3 highest salary years; at age 60 or after 30 years of creditable service for maximum benefits.

20. The State of Maryland makes a contribution to the pension fund to meet the formula for benefits stated in (1).

FRINGE BENEFIT SURVEY - 1975

HOURS OF WORK	ALEXANDRIA	ARLINGTON	D. C.	FAIRFAX	FALLS CHURCH	LOUDOUN COUNTY	MONTGOMERY COUNTY
1. No. of Hours per Week: Full Time: Part-Time:	35 10-30	40 20	40 20	40 20	37 1/2 Varies	35 20	40 20
2. Overtime Policy	Sunday time is time and a half at incumbent salary	Allowed to trades and maintenance people only	Allowed only in emergency cases at time and half	Any time over 40 hours a wk paid at time & a half	Time and a half for employees for grade 16 & below; straight time for grade 17 and above	Comp. time granted for overtime	Overtime is paid at the rate of time and a half for authorized work
3. Special/Experimental Schedules in Effect	Tech. Serv. Dept. runs a 2 shift program 8-4 & 9-5 M-F	No	Yes, flex-time in experimental stages	Four ten-hr days a week on a trial basis	No	Innovative non-standard schedule	No

HOURS OF WORK	PRINCE GEORGE'S COUNTY	PRINCE WILLIAM COUNTY	VIRGINIA STATE LIBRARY	DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION	TAKOMA PARK
1. No. of Hours per Week: Full Time: Part-Time:	37 1/2 20 & 30	37 1/2 As approved	40	35 1/2	40 20
2. Overtime Policy	See 21	Double time or Comp time for holidays, other than holidays, policy is Comp time	Wage and hour law regulations	Comp time for prof. staff; comp pay at time and a half for clerical staff	Fair Labor Standards Act 1974
3. Special/Experimental Schedules in Effect	Flextime	No	No	No	No

21. The rate of pay for employees authorized to work overtime in excess of the 37 1/2 hour week shall be at time and a half except for those working under the flextime schedule. Overtime is not authorized unless employee has worked over 40 hours in a given week.

PUBLIC LIBRARIES
SALARY SURVEY - 1975

Library	Beginning Clerk	Beginning Sub-Prof.	Beginning Professional (MLS)	Assistant Director	Director
Alexandria	6,655	6,987	10,834	16,003-20,243	17,643-22,516
Arlington	6,537	7,548	10,578	19,111-25,573	23,655-42,392
District of Columbia	6,764	8,500	12,841	25,581-33,259	34,607-36,000
Fairfax	6,438	9,656	11,633	18,559-27,419	23,555-33,144
Falls Church	7,694	9,679	10,708	12,218-15,920	18,624-23,616
Montgomery County	7,633	10,812	11,981	22,161-30,062	25,467-34,801
Prince George's County	5,812	9,003	10,783	20,624-27,386	26,117-34,747
Prince William County	6,375	9,066	11,298	--	17,546-23,878
Virginia State Library	5,160	7,344	9,600	--	28,700
Div. of Library and Development Services Maryland State Dept. of Education	4,899	6,667	12,346	16,799-22,068	27,000
Loudoun County	4,164	7,400	8,268	--	10,062
Takoma Park	7,081	7,419	9,836	11,891	

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